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25 JUN 1970

MEMORANDUM FOR: **Director of Communications**
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Support Services Staff

SUBJECT : **Attendance at Management and Supervision Courses**

1. The attached memorandum grew out of the Deputies' Meeting discussion of the recent task force review of the Agency and its young employees. It points out that we all can improve our use of the subject training courses. Even though the Support Directorate record has been better than that of the other Directorates, Support components, over a seven-year period, have enrolled only 350 employees in the supervision course and only 451 in the management course. The Offices of Logistics and Communications together have accounted for over 70 per cent of the supervision course attendance.

2. Each course is now offered five times per year. Each runs five days. Each can accommodate 32 students and each has had an average attendance of 25 students. The Director of Training estimates that these courses could be offered at least twice as frequently if the number of student candidates warrants such changes.

3. Please discuss this subject with your senior managers and initiate action to extend your use of these courses, particularly for first-line supervisors and management-level personnel at grades GS-11 through GS-14.

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SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

Cy of Memo dtd 15 June 70 for the Deputies fr
Ex. Dir.-Compt., subj: Maximizing the Abilities
of Young Employees

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